

570 Fehrsen Street
Linton House, Brooklyn Bridge
Brooklyn, 0181
Private Bag X92
Pretoria, 0001



South African Revenue Service

Billing Address

South African Revenue Service
Accounts Payable Registration Division
Private Bag X 923
Pretoria, 0001

Accounts Queries & Statements

Thitakuwi Munyai
E-mail: Vngema@sars.gov.za
Phone: 0124863302
Fax: 0124863302

Purchase Order

Purchase Order Information		Delivery Address	
Description:	PROSCI	Deliver To:	South Africa
Order Number:	3100035155		SARS
Order Creation Date:	01/02/2024		Bronkhorst
Reference:	RFX6-24372		299 Le Hae La SARS
			PRETORIA
Buyer:	Lungelo Ngema		0002
Tel Number:		Tel Number:	0124224000
E-mail:	Ingema@sars.gov.za	Delivery Date:	07/03/2024

Vendor Information			
Vendor Number:	6000012480	Vat Number:	4890253232
Name:	PICOURSEWARE CC	CSD Number:	MAAA0033814
Address:	PO Box 28236	Currency:	ZAR
	JOHANNESBURG	Payment Terms:	Z010 - SARS-within 7 days
	2101	Tel Number:	0114852683
		Fax Number:	0114852683
Email:	robert@picourseware.co.za		

Supplier Note	
NB: PLEASE NOTE THAT THE SERVICE PROIVDER IS REQUIRED TO SUBMIT THE FOLLOWING MONDATORY REQUIREMENT DOCUMENT	
1. The training must be accredited or approved by PROSCI - attached a letter or certificate of approval from PROSCI ®	

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	PROSCI CHANGE MANAGEMENT CERTIFIED PROG	6	EA	40,526.00	243,156.00 ZAR
Total Net Value VAT Inclusive:					243,156.00 ZAR

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CONDITIONS & INSTRUCTIONS TO VENDORS:

1. **Standard Conditions:**
 - SARS Procurement Procedures (as amended), will apply for this Purchase Order.
 - It is mandatory to acknowledge the receipt of this Purchase Order.
 - Adherence to the terms and conditions as stated on this page is essential; failure to comply could result in payment being delayed.
2. **Price Basis:**
 - The price/s quoted is/are firm for the duration of this Purchase Order and includes VAT, where applicable.
3. **Exchange Rate (if applicable):**
 - The price/s quoted is/are based on the ruling exchange rate at date of quotation/ Tender.
4. **Invoices and Payment:**
 - In respect of a Purchase Order for goods, a Proof of Delivery (POD) , reflecting the Purchase Order number, must accompany the goods to be delivered. No goods will be accepted without a corresponding POD.
 - In respect of a Purchase Order for services rendered, a duplicate Invoice, reflecting the Purchase Order number, must be handed to the person receiving the service after such service has been completed.
 - The original invoice/s must reflect the relevant Purchase Order number and sent directly to the Billing Address as indicated on page 1 of this Purchase Order. If the Purchase Order number is not quoted on the invoice, said invoice will not be paid.
 - The Invoice number should not exceed 16 digits/characters.
 - The Invoice date cannot be earlier than the delivery date acknowledged on the Proof of Delivery (POD).
 - The Invoice descriptions and line items must match those reflected on this Purchase Order.
 - A statement of the SARS account must, on a monthly basis, be sent to the accounts contact person as indicated on page 1 of the Purchase Order.
5. **Cash Discount:**
 - Invoices must be clearly endorsed with the conditions under which the discount is offered.
6. **Value Added Tax:**
 - Value Added Tax (VAT) must be shown separately on Invoices. If you are not registered for VAT you may not charge VAT.
7. **Correspondence:**
 - For payments and account statements, correspondence must be addressed to the Accounts contact persons as detailed on page 1 of this Purchase Order.
 - All other correspondence must be addressed to this office.
8. **Alterations or Additions:**
 - Any alterations or additions to any of the terms of this Purchase Order must be made and confirmed in writing by this office.
9. **Electronic Purchase Order Sign-Off:**
 - This Purchase Order has been electronically signed-off as part of the standard SARS Procurement process. The Supplier does not need any further approval from SARS to process this Purchase Order.